

Job Aid: Due to UMD Report

How to Handle Monies due to UMD

This Job Aid refers to the “Due to UMD Report” in Concur’s Intelligence Reporting feature. These instructions are intended to help resolve the next steps.

The “Due to UMD Report” will list monies owed to UMD. This could be caused by accidental use of the travel card, or items marked as personal/non-reimbursable on the expense report. The amounts are automatically calculated by Concur. It is expected that the person who owes money will submit payment and upload documentation to Concur within 30 days of the Due to UMD report.

Business Officers will receive this report on a monthly basis. Individuals who owe money back to UMD should attach the Deposit Slip and Confirmation Receipt from the Cashiering Office to the expense report.

PLEASE DO NOT INCLUDE A COPY OF THE CHECK.

Example of Cashiering Office documentation:



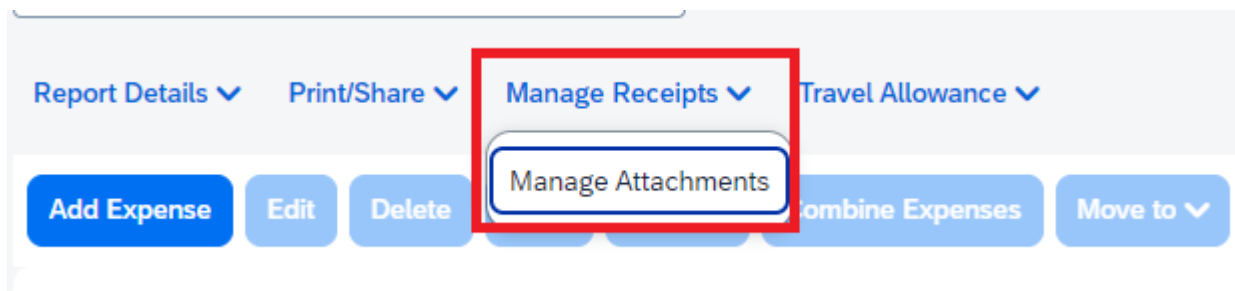
Deposit Slip and Confirmation Receipt from the Cashiering Office

Adding Attachments to an Expense Report in Concur

To add an attachment to an existing Report, please use the **Manage Receipts > Manage Attachments** button to upload a PDF or an image file. You can attach additional documents even if a report has already been submitted or approved. Only the Concur user who owes money to UMD, or their delegate, should upload this documentation. If the traveler has separated from the University and a delegate has not been assigned, the department can send the documents to Travel & Card Services (TCS) to attach.

When sending to TCS, you must list:

- the name of the traveler
- the traveler's UID #
- title of the expense report.



Additional Information

Concur does not allow Travel & Card Services to change the status of payment on an Expense Report, meaning that this report will continue to grow, and names cannot be removed from it after submitting payment. The report will be sent for the month prior.

Management Advisory Services (MAS) will maintain a master list and monitor documentation in Concur. It is expected that repayment documentation will be received and uploaded within 30 days of the Due to UMD report.